

alwyne.co.uk
sales
lettings
property management



ALWYNE ESTATES

CLIENT DETAILS FORM

TO BE COMPLETED BY THE CLIENTS

OWNERS DETAILS

Name >

Address >

Post Code >

Home Number >

Work Number >

Mobile Number >

Fax Number >

Email Address >

OWNERS CONTACT DETAILS IN UK IF LIVING ABROAD

Name >

Address >

Post Code >

Contact Number >

BANK/BUILDING SOCIETY DETAILS

Name >

Address >

Post Code >

Account Number >

Sort Code >

Account Name >

Reference >

TO BE COMPLETED BY THE CLIENTS

ADDRESS OF PROPERTY FOR LETTING

Post code >	Property Tel No >	
Location & Code for Alarm/Security System (if any) >		
Please tick		
Garage >	Street parking >	Garden >

LETTING AGREEMENT DETAILS

Date property is available >		
Length of tenancy required > Please tick		
6 months	<input type="checkbox"/>	1 year <input type="checkbox"/> Other <input type="checkbox"/> Please specify <input type="text"/>
Is an Inventory required? > Please tick		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is a check in / check out required? > Please tick		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>

TO BE COMPLETED BY THE CLIENTS

LETTING SERVICES

- (a) Letting fees are charged as a percentage of gross income receivable under the terms of the Letting Agreement subject to a minimum term of six months.
- (b) The Standard Sole Agency letting fee is 10% and the Multiple Agency fee is 12%
- (c) A Renewal/Extension fee of 8% will be payable if at least one of the original tenants introduced by Alwyne Estates remain in the premises for one or more further term(s), whether or not negotiated through Alwyne Estates.
- (d) All letting fees are due in full at the commencement of each Letting, no refunds of letting fees will be made. However in the event of the occupiers giving up possession of the property in accordance with their Tenancy Agreement, Alwyne Estates will use their best endeavours to seek replacement occupiers at no additional charge for that period.
- (e) Instructions are accepted on a No Letting — No Fee basis — this means that there are normally no additional charges other than those set out under Other Charges below.

MANAGEMENT SERVICES

Charged out at 15% of the gross monthly rental received

OTHER CHARGES

- (a) Out of pocket expenses to cover excessive travel, key cutting, printing, redirection of mail, facsimile and international telephone call charges.
- (b) Completion of inventory and check-in / check-out. An independent firm of Inventory Clerks are used to provide these services and charges are subject to the size of the apartment. A schedule of prices is available on request.

SUBSEQUENT SALE

In the event of a current or previous Tenant of the property who was initially introduced by Alwyne Estates purchasing the Freehold or long Leasehold interest, commission will become payable to Alwyne Estates at the rate of 2.5% of the sale value. This applies whether or not the sale is negotiated through Alwyne Estates.

TO BE COMPLETED BY THE CLIENTS

Arrangement for the payment of fees and other charges due to Alwyne Estates are set out in our Residential Lettings and Property Management Service Booklet.

Alwyne Estates serve the right to decline instructions, to decline to offer any discount, or to terminate this engagement at any time at their discretion.

Alwyne Estates has the right to alter terms with prior written notice.

Alwyne Estates will not be held responsible for tenant's references which prove to misleading or inaccurate.

Having read and accepted your advice, Terms and Conditions I hereby instruct Alwyne Estates to act as agents on my behalf to provide the following services > **Please tick**

Letting Services > Full Management >

Signed >

Print Name >

Date >

RECEIVED ON BEHALF OF ALWYNE ESTATES

Signed >

Date >



ONLY TO BE COMPLETED IF PROPERTY MANAGEMENT IS REQUIRED

BUILDING INSURANCE DETAILS

(Please provide copy polices)

Policy Number >

Name >

Address >

Post code >

Telephone Number >

Fax Number >

CONTENTS INSURANCE DETAILS

Policy Number >

Name >

Address >

Post code >

Telephone Number >

Fax Number >

MANAGING AGENTS OR FREEHOLDERS

Name >

Address >

Post code >

Telephone Number >

Fax Number >

Annual Ground Rent >

Service Charge >

ONLY TO BE COMPLETED IF PROPERTY MANAGEMENT IS REQUIRED

SOLICITORS DETAILS

Name >

Address >

Post code >

Telephone Number >

Fax Number >

Contact Name >

PAYMENTS (Monthly/Quarterly payments are made on or around 20th of each month)

Do you want payments made >

Monthly?

Quarterly?

Cheque payable to >

Landlord Statements to >

Copy Statements to >

CURRENT UTILITY SUPPLIERS AND ACCOUNT NUMBERS

Gas >

Electric >

Water >

Council Tax >

Telephone >

Internet / Cable >

ONLY TO BE COMPLETED IF PROPERTY MANAGEMENT IS REQUIRED

SPECIFIED WORKMEN

Plumbers >

Telephone Number >

Contact Name >

Electricians >

Telephone Number >

Contact Name >

Others >

ELECTRICAL APPLIANCES UNDER GUARANTEE

Fridge >

Cooker >

Washing Machine >

Other >

CENTRAL HEATING CONTRACT DETAILS

PLEASE GIVE LOCATION OF:

Mains Stopcock: >

Fuse Box >

Gas/Electric Meters >

ONLY TO BE COMPLETED IF PROPERTY MANAGEMENT IS REQUIRED

PLEASE ENSURE THAT:

- 1** All guarantees are left at the property, plus copies to Alwyne Estates
- 2** Your mail is redirected
- 3** Termination of accounts for electric, gas etc. are sent to you and all meters are read.
- 4** Instructions are left at the property for operating cookers, washing machines, central heating etc.

If there are any special instructions or relevant information on how to operate special machinery (if any) please write details below.



Application by non-resident trustees to receive UK rental income gross

About this form

- Trustees with a usual place of abode outside the UK can use this form to apply to have their UK rental income paid without the deduction of UK tax. **Approval of the application does *not* make the rent exempt from UK tax.** The trustees must include the rent in any Self Assessment Tax Return the Inland Revenue sends.

- Use the Guidance Notes for form NRL3 to help you complete this form. If you need more space attach a separate sheet.

- Please complete all the boxes below and send the form to the Inland Revenue at

Centre for Non-Residents

NRLS Processing
Fitz Roy House
PO Box 46
NOTTINGHAM
England
NG2 1BD

The Centre for Non-Residents will deal with any questions you might have. The telephone number from outside the UK is **0044 151 472 6208/9** (0151 472 6208/9 from within the UK).

Details of Trust

Help us by using CAPITAL LETTERS throughout. If your writing is unclear it may delay our dealing with your application.

1. Name of Trust

2. Date of Trust

3. Name of Settlor

4. UK tax reference of Settlor

5. Details of Trustees

Full name of first trustee

Principal address (see Guidance Note 1)

Address
Postcode

Full name of second trustee

Principal address (see Guidance Note 1)

Address
Postcode

Tick this box if there are more than two trustees and provide details on a separate sheet of paper.

6. If you want us to discuss this application and the Trust's UK tax affairs with your professional adviser, give their name and address here.

Full Name
Address
Postcode

Tick this box if you want us to send copies of Self Assessment Statements of Account to the Trust's adviser and enclose a form **64-8** (available from any Inland Revenue office).

7. If the Trust has a UK **letting agent**, give their name and address here. If it doesn't have one, give the name and address of the Trust's **tenant**.

The details given below are for the Trust's:

✓ (tick one box only)

letting agent

tenant

Name
Address
Postcode

Please tell us immediately if these details change in any way (see Guidance Note 2). You don't have to fill in another NRL3.

8. Please show the reference number that was given to the Trust's letting agent or tenant when they registered with the Inland Revenue (see Guidance Note 3).

Inland Revenue reference number (beginning with NA or NT):
.....

Tick this box if you have other agents and tenants from whom you wish to receive rental income with no tax deducted. Then write their details on another sheet of paper and attach it to this form.

9. When did the Trust's UK rental income business start?
(See Guidance Note 4)

10a. If the Trust submits Tax Returns to, or is registered with, a UK Inland Revenue office, please give that office's name and the reference number under which the Trust submits its Tax Returns.

Inland Revenue office

Reference

10b. If a letting agent or tenant has been deducting tax from rental payments made to the Trust, give their name and address below (if the same as in 7, simply write 'See Q7').

Full name
Address
Postcode

11. What are the addresses of the UK properties from which the Trust receives rent?

First property

Address
Postcode

Property type ✓ (tick one box only)

Residential Commercial Other

Date acquired

Second property (if any)

Address
Postcode

Property type ✓ (tick one box only)

Residential Commercial Other

Date acquired

Tick this box if the Trust has more than two properties and provide details on a separate sheet of paper.

Declaration

The trustees apply for their rental income to be paid with no tax deducted.

The trustees declare that (✓ one box only)

- their UK tax affairs, including payment of tax, are up to date (see Guidance Note 5), or
- they have not had any UK tax obligations before the date of this application (see Guidance Note 6), or
- they do not expect to be liable to UK income tax for this tax year (see Guidance Note 7).

The trustees undertake to

- tell the Inland Revenue if their usual place of abode ceases to be outside the UK
- comply fully with their UK tax obligations (see Guidance Note 8)
- tell the Inland Revenue if they expect to become liable to UK tax (cross out if the trustees already expect they will be liable to UK tax).

The information given in this form is correct to the best of the trustees' knowledge and belief.

Signed (see Guidance Note 9)

Name of signatory (please print)

Date

Daytime telephone number (in case of enquiry)

Please send your form to the **Inland Revenue, Centre for Non-Residents**, NRLS Processing, Fitz Roy House, PO Box 46, NOTTINGHAM, England, NG2 1BD.

We will write and tell you whether we have approved your application or not.



ALWYNE ESTATES

alwyne.co.uk

sales

lettings

property management

286 Saint Pauls Road
London N1 2LH

t 020 7359 3191

f 020 7359 7901

e mail@alwyne.co.uk